

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers

FROM: Amy Mendel-Clemens
Communications Section
Bureau of Eligibility Management
Division of Health Care Financing

BEM/DWS OPERATIONS MEMO

No: 05-44

DATE: 11/04/2005

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input checked="" type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★

PRIORITY: HIGH

SUBJECT: Eligibility Guidance for Refugee Cash Assistance and Refugee
Medical Assistance Populations Displaced by Hurricane Katrina

CROSS REFERENCE: RCA W2 Chapter 20
Operations Memo 05-33

EFFECTIVE DATE: Immediately

PURPOSE

This Operations Memo is intended to provide information and guidance regarding eligibility for Refugee Cash (RCA) and Medical Assistance (RMA) benefits and social services for individuals who were recently evacuated or displaced as a result of the tragic events surrounding Hurricane Katrina. It is anticipated that many of these individuals will be in contact with agencies across the country seeking assistance. This memo will supplement the status and documentation requirements for the RCA/RMA defined in the [W-2 Manual](#).

BACKGROUND

Many individuals that remain eligible to receive RCA/RMA benefits and services, (refugees, asylees, Cuban/Haitian entrants, Amerasians and Victims of Trafficking) have recently been evacuated or displaced from communities impacted by Hurricane Katrina. As a result of the

national evacuation effort, a large number of these individuals are currently residing in shelters and temporary housing across the country.

Many of these victims no longer have access to important documents and identification that are typically used for the purpose of determining RCA/RMA eligibility. The applicant may have been evacuated from the affected area with little or no notice and the documents may have been destroyed or misplaced during the ongoing displacement in shelters and temporary housing.

POLICY

Agencies are asked to use the following process when determining eligibility for RCA/RMA benefits and social services for individuals that have been displaced by Hurricane Katrina and are unable to present normal documentation.

Eligibility workers should ask the applicant for a written declaration, under penalty of perjury, containing the following information:

- Applicant's Name
- Date of Birth
- Alien Registration Number "A Number" (if available).
- Current immigration status that will confer eligibility for RCA/RMA benefits and services: (e.g. refugee, asylee, Cuban/Haitian entrant, Amerasian, Victim of Trafficking, or a Lawful Permanent Resident that previously held status as a refugee, asylee, Cuban/Haitian entrant or a Victim of Trafficking).
- Most recent permanent address (where the individual resided prior to being evacuated).
- An acknowledgement that he or she has been displaced as a result of Hurricane Katrina.
- Date of entry or date granted asylum, obtained Cuban/Haitian entrant status, date of Trafficking Eligibility or Certification letter.

If the declaration indicates that the applicant is within an immigration status that would confer eligibility for RCA/RMA benefits and services, and the individual has been displaced as a result of Hurricane Katrina, the eligibility worker may conclude that the applicant is eligible for RCA/RMA benefits and social services.

However, this memo does not extend the duration of any RCA/RMA time limited benefits and services. At present, populations served by RCA, if otherwise eligible, may receive RCA/RMA for up to eight months from the date of entry/grant asylum.

Agencies are asked to disregard any forms of disaster assistance received from any source by an RCA/RMA applicant who has been displaced or evacuated as a result of Hurricane Katrina.

Consequently, disaster relief benefits should not be considered or counted during any income/asset analysis for the purposes of determining eligibility for RCA/RMA benefits and services.

CONTACTS

BEM CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC – Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BMRLS/DD